

United States Department of Agriculture
Marketing and Regulatory Programs
Animal and Plant Health Inspection Service

Issuance Checklist

July 2005

Listed below are the administrative issuances released, expired, or canceled from January 2002 – June 2005. Administrative issuances are available on the Internet at www.aphis.usda.gov/library.

NEW ISSUANCES
for
Animal and Plant Health Inspection Service (APHIS)
and
Marketing and Regulatory Programs (MRP)

Number	Issue Date	Title	Distribution
<u>Administrative Notices</u>			
APHIS 02-2	12/20/01	Staffing Commercial Activities by Contracting Out Rather than Hiring	APHIS
MRP 02-2	3/7/02	Annual Reminder to High-Mileage Drivers	AMS, APHIS, GIPSA
MRP 02-3	6/7/02	Frequent Flyer Benefits	AMS, APHIS, GIPSA
APHIS 03-1	1/15/03	Conflict of Interest and Non-Disclosure Agreement for Competitive Sourcing/A-76 Studies within the Animal and Plant Health Inspection Service	APHIS
APHIS 03-2	4/7/03	APHIS National Security Program	APHIS
APHIS 03-3	7/16/03	APHIS Information Security Program (Employees Only)	APHIS
APHIS 04-1	2/10/04	APHIS Networked Systems Policy	APHIS
MRP 04-1	7/20/04	Directed Reassignment	AMS, APHIS, GIPSA
MRP 04-2	9/1/04	Premium Class Air Travel Approval Issue Date	AMS, APHIS, GIPSA

Distribution: APHIS

Originating Office: ITD-AIM-FIRM

MRP 04-3	9/23/04	Annual Reminder to High Mileage Drivers	AMS, APHIS, GIPSA
MRP 05-1	11/15/04	Management and Use of FTS2001 Calling Cards	AMS, APHIS, GIPSA
<u>Directives</u>			
MRP 1620.1	6/18/03	Changes to Space and Lease of Field Offices and Facilities	AMS, APHIS, GIPSA
APHIS 1650.1	9/1/04	APHIS National Security Program	APHIS
APHIS 3010.1	7/7/04	Issuance Management System	APHIS
MRP 3010.2	7/26/04	MRP Issuance System	AMS, APHIS, GIPSA
APHIS 3031.1	6/22/04	Clearance of Public Reporting and Recordkeeping	APHIS
APHIS 3120.2	2/10/04	APHIS Computer Naming Conventions	APHIS
APHIS 3140.7	1/15/04	Background Investigations and Security Clearances	APHIS
APHIS 3220.1	8/11/04	APHIS Information Technology (IT) Acquisition Waiver Requirements	APHIS
APHIS 4315.1	4/8/05	Training Policy for APHIS Supervisors, Managers, and Executives	APHIS
MRP 4339.1	9/8/03	Medical Qualification Determinations for Appointment to Covered Positions within Marketing and Regulatory Programs	AMS, APHIS, GIPSA
MRP 4368.1	6/8/05	Telework Program	AMS, APHIS, GIPSA
MRP 4500.1	11/8/02	Pay Flexibilities	AMS, APHIS, GIPSA
MRP 4537.1	3/7/03	Repayment of Student Loans	AMS, APHIS, GIPSA
MRP 4550.2	3/18/02	Premium Pay	AMS, APHIS, GIPSA

MRP 4630.2	7/12/02	Mentoring/Tutoring Programs	AMS, APHIS, GIPSA
APHIS 4790.2	4/15/03	APHIS Ergonomics Program	APHIS
APHIS 4790.3	3/25/03	Automated External Defibrillators	APHIS
APHIS 4790.4	2/10/04	Defensive Driver Training Requirements	APHIS
MRP 5036.1	9/4/03	MRP Construction Management Policy	AMS, APHIS, GIPSA
APHIS 5640.1	4/19/02	Environmental monitoring for APHIS Pest and Disease Control and Eradication Programs	APHIS
APHIS 6701.1	5/27/04	Foreign Service Assignments	APHIS
APHIS 6701.2	5/27/04	Foreign Service Reappointment of Former Career Members	APHIS
APHIS 6730.1	5/27/04	Foreign Service Performance Appraisal System	APHIS
APHIS 6731.1	5/27/04	Foreign Service Examination and Selection	APHIS
APHIS 6738.1	5/27/04	Foreign Service Specialist Tenuring Board	APHIS
APHIS 6740.1	5/27/04	Foreign Service Limited Non-Career Appointments	APHIS

ISSUANCE CHANGES

Directives

MRP 4339.1	9/8/03	Medical Qualification Determinations for Appointment to Covered Positions Within Marketing and Regulatory Programs	AMS, APHIS, GIPSA
	12/8/03	Change 1	
	8/16/04	Change 2 (web change only)	

MRP 4351.1	12/20/99 5/29/03 12/20/04 2/15/05	Reduction-in-Force Change 1 Change 2 (web change only) Change 3 (web change only)	AMS, APHIS, GIPSA
MRP 4550.2	3/18/02 6/12/03	Premium Pay Change 1	AMS, APHIS, GIPSA
MRP 4630.2	7/12/02 8/27/02	Mentoring/Tutoring Programs Change 1	AMS, APHIS, GIPSA

Handbooks/Manuals

APHIS 205	8/04	APHIS Records Management Handbook http://www.aphis.usda.gov/recmgmt/rmmain.htm	APHIS
APHIS 4790		Safety and Health Manual http://www.aphis.usda.gov/library/manuals	APHIS
	6/30/04	Table of Contents	
	3/9/04	Chapter 1 Collateral Duty Safety and Health	
	3/9/04	Chapter 2 Safety and Health Inspections, Evaluations, and Employee Reports of Unsafe or Unhealthy Working Conditions	
	8/31/04	Chapter 8 Workers' Compensation Program	
	7/1/04	Chapter 12 National Safety and Health Incentive Awards Program	
MRP 5400		Motor Vehicle Fleet Management Manual http://www.aphis.usda.gov/library/manuals	APHIS
	4/6/05	Chapter 1, Introduction	
Human Resources Desk Guide (HRDG)		http://www.aphis.usda.gov/library/manuals	AMS, APHIS, GIPSA

Subchapter 4368	6/05	Telework Program
Subchapter 4368	9/02	Telework Program Form MRP 210-R (revised) Form MRP 211-R (abolished)
Subchapter 4500 Section E	8/4/03	Recuitment and Relocation Bonuses
Subchapter 4500 Section F	8/4/03	Retention Allowances
Subchapter 4531	11/8/02	Pay Reform
Subchapter 4537	12/8/03	Repayment of Student Loans
Subchapter 4550	3/02	Premium Pay
Subchapter 4630 Section B	4/20/05	Absence and Leave
Subchapter 4630 Section D	12/8/03	Emergency Program Assignments
Subchapter 4700 Section B	6/6/05	Balancing work and Family Life: The APHIS Approach
Subchapter 4752	3/1/02	Disciplinary or Alternative Actions, Delegations of Authority for Veterinary Services

EXPIRATIONS

Number	Issue Date	Title	Distribution
<u>Administrative Notices</u>			
MRP 01-1	7/5/01	Government Hiring Controls	AMS, APHIS, GIPSA
APHIS 02-2	12/20/01	Staffing Commercial Activites by Contracting Out Rather than Hiring	APHIS
MRP 02-2	3/7/02	Annual Reminder to High- Mileage Drivers	AMS, APHIS, GIPSA

MRP 02-3	6/7/02	Frequent Flyer Benefits	AMS, APHIS, GIPSA
APHIS 03-1	1/15/03	Conflict of Interest and Non-Disclosure Agreement for Competitive Sourcing/A-76 Studies within the Animal and Plant Inspection Service	APHIS
APHIS 03-2	4/7/03	APHIS National Security Program	APHIS
APHIS 03-3	7/16/03	APHIS Information Security Program	APHIS

CANCELLATIONS

Number	Issue Date	Title	Distribution
<u>Directives</u>			
APHIS 402.2	3/27/86	Premium Pay	APHIS
APHIS 402.4	4/25/80	Travel as “Hours of Work” under the Fair Labor Standards Act (FLSA)	APHIS
APHIS 402.5	9/25/81	Training as “Hours of Work” under the Fair Labor Standards Act (FLSA)	APHIS
APHIS 417.7	7/9/84	Foreign Service Examining and Selection	APHIS
APHIS 417.13	11/22/87	Foreign Service Specialist Tenuring Board	APHIS
APHIS 430.2	1/27/81	Position Classification Review	APHIS
APHIS 1620.1	7/6/94	Establishing, Expanding, Closing, Reducing, or Relocating Offices and Facilities	APHIS
APHIS 1650.2	8/17/93	Security in Agency-Occupied Field Offices	APHIS

APHIS 3010.2	5/31/96	Marketing and Regulatory Programs (MRP) Issuance System	APHIS
APHIS 3031.1	11/26/93	Clearance of Public Reporting and Recordkeeping	APHIS
APHIS 4301.1	9/7/94	FS Assignments	APHIS
APHIS 4315.1	3/10/94	Trainging Policy for APHIS Supervisors, Managers, and Executives	APHIS
MRP 4368.1	7/26/01	Flexiplace Program	AMS, APHIS, GIPSA
APHIS 4430.2	10/30/00	Foreign Service Perfomance Appraisal Systems	APHIS
APHIS 5640.1	5/1/96	Envirnmental Monitoring for APHIS Pest and Disease Control and Eradication Programs	APHIS

Handbooks/Manuals

APHIS Human Resources Desk Guide Subchapter 4531	10/92	Pay Reform	APHIS
APHIS Personnel Manual Subchapter 4531	4/92	Pay Reform	APHIS